

## **HICS Update: September 1, 2006**

### **Project Status**

The HICS project is in the final stages of completion and is expected to be available on or around October 1, 2006 on the California Emergency Medical Services Authority (EMSA) Web site. The HICS National Work Group and project contractors are finalizing the products and components of HICS. The products that will be included in the release are:

### **The HICS Guidebook**

The HICS Guidebook, formerly known as the Implementation Manual, offers the reader an introduction to the revised Hospital Incident Command System (HICS) and recommendations for using the accompanying HICS materials.

### **The Incident Planning Guides and Incident Response Guides**

The new Incident Planning Guides (IPGs) have been written to assist hospital Emergency Management Committees and Emergency Management Program Managers with developing or revising their response plans. The IPGs provide scenarios and planning guidance for thirteen (13) common internal hospital emergencies (e.g., fire, child abduction, bomb threat, etc.) and fourteen (14) external emergencies that are taken from the National Scenarios (e.g., earthquake, chlorine leak, anthrax release, etc.) that the federal government is expecting federal, state, and local community responders to plan for and exercise.

The Incident Response Guides (IRGs) provide the Incident Commander with a concise outline of response issues likely to be encountered in a particular incident, promoting more immediate decision making. The IRGs can also be used to conduct Hospital Command Center tabletop exercises and drills.

### **The Job Action Sheets**

The Job Action Sheet (JAS) is an incident management tool designed to familiarize the user with critical aspects of the command position he or she is assuming. The JASs included with HICS have been restructured and new ones added to conform to the updated HICS organization structure. The JASs provide action steps listed by time periods (immediate, intermediate and extended) and a new Demobilization and System Recovery time period has been added. The JAS format allows personnel to document each action undertaken and record decision timeframes. The JAS designates the reporting relationship of the position within the incident management team.

### **The Hospital Incident Command System Forms**

Twenty (20) specific forms have been developed or revised for hospitals. Each form is intended to assist hospitals in identifying the various types of information to record and archive during an incident. These forms are aligned with the National Incident Management System (NIMS) and Incident Command System (ICS) forms. On the

back of each form the user will find information on the purpose of the form, who should complete it, how it should be completed and to whom it is distributed.

### **HICS Educational Materials**

Basic educational materials will be provided in modular Power Point format to assist hospitals with HICS training.

Please visit the EMSA web site for more information on or around October 1, 2006.

EMSA HICS Web site: [www.emsa.ca.gov/dms2/heics\\_main.asp](http://www.emsa.ca.gov/dms2/heics_main.asp)